

STATEMENT OF WORK (SOW)

CHAPLAIN RELIGIOUS EDUCATION PROGRAM

CATHOLIC RELIGIOUS EDUCATION COORDINATION SERVICES

1. **General.** Catholic Religious Education Coordination Services fall under the Fort Richardson Chaplain's Program as defined in the Commanders Master Religious Program. The mission of the Chaplain's program is to provide for worship needs to include religious education, of all assigned soldiers, civilians, and family members. The primary goal of the Religious Education Program is to provide basic religious understanding through Bible studies and life application studies for children and adults within the Fort Richardson community. Objectives are accomplished through weekly religious education classes and a summer Vacation Bible School program. As a non-personal services contractor, the Contractor is not a member of the Fort Richardson Chaplain's Office Staff.

2. **Scope of Work.** The purpose of Religious Education Coordination Service Provider (hereinafter referred to as Contractor) is to provide religious education classes and a one week Vacation Bible School utilizing volunteers from the Catholic congregation at Fort Richardson. The need for the Religious Education Program is outlined in Army Regulation 165-1. The Contractor will recruit volunteers to teach in weekly religious education classes, schedule teacher training events, conduct weekly religious education classes and provide a summer Vacation Bible School. In the absence of volunteers, the Contractor will lead and teach these programs. Performing promotional endeavors and advertising campaigns; maintaining adequate records of functions, attendance, and materials needed; projecting the timely supply of educational material and classroom supplies for religious education functions; provide teacher training classes and teacher appreciation events; and answering community inquiries regarding the religious education program are all tasks of the Contractor.

3. **Location of classes/religious education event.** The Contractor will have access to the Fort Richardson Chapel for the purpose of conducting religious education classes and providing such classes to members of the community. During normal duty hours (0900-1700, Monday through Friday) and during times of weekly religious services (0900-1300, Sunday) these facilities will be unlocked. The Contractor will be responsible for reserving space as needed with the Fort Richardson Chapel Office Staff. Arrangements for facility use after normal duty hours or at times other than when weekly religious services are held will be the sole responsibility of the Contractor. If facilities other than the Fort Richardson Chapel are required, the Contractor will be responsible for making all arrangements in advance with the approval of the Contracting Officer Representative (hereafter referred to as the POC).

4. **Hours.** Generally, religious education classes shall be provided during the hours of 0900-1300, Sunday mornings. The Contractor and POC will arrange for requirements for religious education classes at other times. The service rate will remain the same. The Contractor may be required to work on legal American holidays and on weekends.

5. **Contractor shall provide the following specific services:**

a. Provide a minimum of four (4) weekly Religious Education Classes (Confraternity of Christian Doctrine – CCD) for members of the Catholic parish ages 5 and higher as an adjunct to the weekly Catholic worship service to educate individuals in the areas of Christian faith formation, teachings of the Catholic church, Biblical knowledge and church interpretation, and life application of principles found in Bible texts and Catholic church teachings with the approval of the Catholic Priest (hereafter referred to as the POC) and the POC.

b. Provide one Vacation Bible School (VBS) during the summer, for children entering grades Kindergarten through 6, to be conducted over a 5 day period (dates selected by the CTOF), with no more than 25 children in any one class. Curriculum and teaching materials are selected by the CTOF. Normally, VBS runs from 0900-1200 each day. The Contractor must be present by 0800 for setup. The Contractor must remain until 1300 for cleanup. VBS is conducted at the Fort Richardson Chapel.

c. Provide two Teacher Appreciation events, with award certificates recognizing special efforts by teachers, longevity, or unusual talents. Specifically, the Contractor will reserve a site, locate a caterer or solicit volunteers for “pot luck” food, and create award certificates. If a caterer is used, the Contractor must have a choice of caterer approved by the POC. These events may take place as part of the worship service or at an off-site approved by the POC. If an off-site is chosen for the event the Contractor is responsible for procuring the site and arranging for catering, appreciation gifts and certificates. Funding for the event will be covered by the Chapel Tithe and Offering Fund (CTOF). The Contractor must submit a Purchase Order Request to the CTOF one month prior to the event for funding approval. If the funding is available and approved by the CTOF the USAG-AK Chaplaincy Resource Managers Office will arrange for payment.

d. Arrange no more than four Teacher Training events, at a minimum of one event in the Fall and one in the Summer prior to Vacation Bible School. These Teacher Training Events should be no more than 4 hours in length. They may be conducted at the Fort Richardson Chapel. If an off-site is chosen for the event the Contractor is responsible for procuring the site and arranging for catering, and providing training materials. Training materials will be selected by the POC. Funding for the event either off-site, or at Fort Richardson Chapel will be provided by the CTOF. The Contractor must submit a Purchase Order Request to the CTOF one month prior to the event for funding approval. If the funding is available and approved by the CTOF the USAG-AK Chaplaincy Resource Managers Office will arrange for payment.

e. Develop a recruitment plan for obtaining teachers for all classes/events, and submit to POC for approval no less than ten days prior to implementation. It is the Contractor’s responsibility to ensure that volunteers recruited for staffing the religious education program are fluent in English, capable of reading, writing, and speaking the English language. Volunteers must be members of the Catholic worshipping community and possess basic understanding of Catholic Church doctrine.

f. Develop and conduct an annual needs assessment within the Catholic worshipping community to determine specific type of religious instruction needed and desired. The assessment may consist of a survey of the congregation, soliciting written input from the congregation, input from Catholic instruction teachers from the congregation, or a combination of these. The Contractor should submit a proposal for the needs assessment to the POC for approval within 30 days of award of the contract.

g. Create a volunteer utilization file to include volunteer’s name, recruitment date, utilization, training, and hours volunteered.

h. Gather information for records of all religious education programs to include number of volunteers utilized and number of persons attending each event. Summarized quarterly reports will be presented by the Contractor to the Catholic Parish Council.

i. Advertise and promote religious education activities by use of chapel bulletins, the post bulletin, bulletin boards, flyers, the community newspaper, and any other media deemed appropriate by the POC.

j. Provide the POC with an activity plan and proposed schedule of religious education events/classes for the term of the contract. This proposed schedule is a working document and must be approved by the Catholic Priest before execution. The Contractor must develop and present the proposed schedule 30 days after the award of the contract to the POC. This schedule must be approved by the POC for execution.

k. Provide the POC a list of religious education supplies and materials projected for use during the next quarter to be submitted no later than 30 days preceding the quarter. Supplies approved by the POC will be purchased by the CTOF.

l. Provide a recommended list of curriculum material for summer Vacation Bible School and for Catholic instruction for CCD, Rite of Christian Initiation for Adults, Sacramental Preparation, and other studies as needed for the following year’s religious education to the POC no later than the first week in February preceding Vacation Bible School. All supplies approved by the POC will be purchased by the CTOF.

m. If it becomes necessary to cancel any religious education classes or events, it is the Contractor's responsibility to notify all participants at least one week prior to the religious education event. In the event of cancellation of classes at the discretion of the POC or due to emergency conditions, the Contractor shall not be penalized for the cancellation of the class.

n. Submit an After Action Report to the POC within one month of completion of Vacation Bible School that includes a roster of students and teachers, with certificates of appreciation.

o. The Contractor shall meet with the POC not less than quarterly to discuss program statistics and progress.

p. In accordance with Army Regulation 165-1 and directives from the USARPAC Chaplain's Office, the Contractor shall be responsible for maintaining records and files incident to the services provided in this contract. Files must be maintained in a secured area (office area that can be locked) and are the property of the U.S. Government (hereafter referred to as the "Government").

7. Qualifications. A Bachelor's Degree in the area of Religious Education, or any educational field from an accredited university is required; or two years of college and three years of work experience (paid or volunteer) as a CCD Teacher, Parish Coordinator, Director of Religious Education, Catholic School teacher or related field; or six years of work experience (paid or volunteer) as a CCD Teacher, Parish Coordinator, Director of Religious Education, Catholic School teacher or related field. Contractor shall possess the ability to present information orally and in written format (i.e. advertising and marketing). Ability to speak English clearly and with excellent comprehension is essential. Contractor will be familiar with Catholic doctrine.

NOTE: Selected vendor must complete requirements of Department of Defense Instruction 1402.5, Criminal History Background Checks on Individuals In Child Care Services. See <http://www.dtic.mil/whs/directives/corres/html/14025.htm> *Until requirements are met, at all times while children are in the care or under the supervision of that individual/contractor, the contractor must be within sight and under the supervision of a staff person from the Chaplain's Office whose background check has been successfully completed.*

8. Disclosure of Information. In the course of providing religious education classes/events, the Contractor may come in contact with individuals seeking the assistance of chaplains. The very fact that individuals are seeking assistance with family and or personal issues is sensitive information. Complete confidentiality is paramount. The sharing of information about individuals or families seeking counseling assistance from chaplains with persons other than the POC for this contract or the chaplain involved is strictly prohibited. Disclosure of sensitive information regarding chaplain counseling appointments and individuals involved could result in immediate termination of the Contract.

9. Support:

a. Contractor shall be authorized use of Government telephone (with commercial access) for local and long distance calls to maintain contact with volunteers in the program on a space available basis.

b. A photocopy machine at the Fort Richardson Chapel will be made available for use by the Contractor to fulfill contract requirements on a space available basis.

c. Audiovisual training aids will be provided by the Government. Request for audiovisual training aids must be submitted two weeks prior to the date for which they are needed to the POC.

d. The Government will provide to the Contractor religious education curriculum for Catholic programs, literature for religious education activities, chairs, tables, blackboards, video-set ups and

overhead projectors for all religious education classes under the guidelines of this contract. Materials such as craft supplies, paper, markers, flip charts, and pens will be supplied as available.

e. The Government will provide adequate desk work area on a space available basis for use by Contractor to meet the requirements of this contract.

f. The Contractor shall be responsible for safeguarding all Government supplies and property.

10. Contractor Furnished Property: Contractor shall provide his/her own transportation and all necessary equipment to fulfill this contract except as stated elsewhere in this contract.

11. Physical Security: The Contractor shall establish and implement methods to ensure that physical security of all Government property and facilities is take care of. Locking of external doors and windows is necessary when leaving the facility. Internal doors should be locked to protect Government property. Access to office areas should be monitored and limited.

12. Safety: The Contractor shall be aware of local safety requirements and ensure that all reasonable efforts are made to protect all persons from harm and the Government property from damage. The Contractor and volunteers will have complete background police records checked as required by AR 165-1.

13. Restrictions. Government property made available under this contract is only for use in the performance of services described in this contract.

14. Disclaimer: The Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

15. Liability: For the purpose of this contract, the Contractor is considered an independent contractor and not as an agent of the Government. During performance, the Contractor shall be liable and will indemnify and hold harmless the Government, its agents and employees against all actions or claims for damages to persons or property, including death arising from fault, negligence, wrongful act, or wrongful omission of the Contractor, his agents, employees, or chapel volunteers utilized in the provision of services. The Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings as a result of fire, theft, accident, natural disaster or other events.

16. Compensation: Upon satisfactory completion of services by the Contractor and presentation of invoice in accordance with the terms of this contract, Contractor shall be paid monthly. Since this contract does not create an employer-employee relationship, there are no provisions for lodging or employee benefits of medical care, retirement, or worker's compensation. The Contractor is also responsible for his/her own tax liabilities. The Government will not withhold Federal Income Tax or social security, so the Contractor is advised to reserve the appropriate amounts for tax requirements or social security.

17. Subcontracting:

a. Contractor may provide a substitute for a period of time if approved by the POC. However, in such case, the substitute shall have no claim whatsoever against the Government for services rendered and the price to be paid the substitute shall be a matter entirely between the Contractor and the substitute.

b. In the event the Contractor fails to provide a POC approved substitute to perform at any time which the Contractor does not perform, the Contractor hereby authorizes the Contracting Officer to procure the services of a satisfactory substitute for the account of the Contractor and the amount paid or owed to the substitute by the Government for such services shall be deducted from any amount owed to the Contractor under this contract. This provision imposes no obligation on the Contracting Officer to exercise the foregoing authority and shall not be construed to diminish the rights of the Government under the clause entitled "Termination."

SCHEDULE OF SERVICES

0001 Provide non-personal services as the Catholic Religious Education Coordinator in accordance with the Statement of Work (SOW) in Attachment #1 (5 pages)

Contract Period: 1 October 2005 – 30 September 2006

Location: Fort Richardson Chapel, Fort Richardson, Alaska

Point of Contact: Fort Richardson Chaplain
CH (MAJ) Gregory B. Walker
gregory.brian.walker@us.army.mil
(907) 384-0934

Payment will be made only for services actually rendered.

<u>Item No</u>	<u>Schedule of Services</u>	<u>Quantity/Unit Issue</u>	<u>Unit Price</u>	<u>Amount</u>
0001AA	Provide weekly Religious Education classes (CCD, RCIA, Sacramental Prep) as specified in Para 5a of the SOW	52 / Week		
0001AB	Provide a one week Vacation Bible School as specified in Para 5b of the SOW	1 / Week		
0001AC	Conduct Teacher Appreciation events as specified in Para 5c of the SOW	2 / Event		
0001AD	Coordinate/provide Teacher Training events as specified in Para 5d of the SOW	4 / Event		